



Museum Development Grant Guidelines for FY13

DESCRIPTION

The purpose of **Museum Development Grants** is to help small museums develop and execute projects to increase knowledge of professional skills in accepted museum practices; to better preserve, exhibit, and interpret their collections; and to better serve their communities.

Examples of previously funded projects include collections management, storage and cataloging, exhibit planning and fabrication, education programs, building maintenance and renovation, marketing and public relations, and temporary staff to carry out the project.

Review and approval of this grant is determined by the Office of Museum Services Advisory Board and administered by the staff of Utah Arts & Museums.

FUNDING ELIGIBILITY

Who Can Apply?

Certified Utah Museums which are open less than 1,000 hours per year.

Limitations/ Restrictions

- Project may not begin prior to July 1, 2012 and must be completed by May 31, 2013.
- Grants cannot be used to fund the following:
 - Endowments
 - Acquisition of objects for the collection
 - Salaries for **permanent** part-time or full-time staff positions
 - General operating or maintenance support
 - Lobbying expenses
 - Indirect costs (including administration, fundraising and other overhead)
- Must be a Certified Utah Museum. For information on becoming certified, click [HERE](#).
- Museums may not receive *both* a Project Support and a Development Grant.
- Museum must have been open to the public for at least one year.
- Museums that receive direct line-item appropriations funding from the Utah Legislature for the types of project support which this grant funds are not eligible.
- Priority may be given to museums which have not received funding from other state agencies during the most recent, completed fiscal year.

Utah Arts & Museums Grant Policies

- Late applications are not accepted.
- Paper applications are not accepted.
- Incomplete applications are not accepted.
- Grantees are required to write a legislative letter regarding the funding award and must submit copies with the final evaluation report form.

- Failure to submit evaluation reports and legislative letters will jeopardize future grant awards.
- All individuals and organizations applying for grants must have a DUNS number. For more information on applying for a DUNS number, click [HERE](#).

REVIEW CRITERIA

Applications will be reviewed by members of the Office of Museum Services Advisory Board. The board will evaluate each application based on the following weighted criteria:

- Completeness of the application and inclusion of any necessary supplemental materials
- Compliance with ADA and Section 504 Accessibility requirements (accommodations for people with disabilities)

Community Engagement:

- Benefits the project will bring to the community and the museum
- Community outreach and access by the general public
- Evidence of community support as demonstrated by partnerships, cash contributions, volunteer involvement or in-kind donations

Merit or Significance of the Project:

- Evidence of how the project advances the mission of the museum and influences the museum's professionalism and infrastructure
- Evidence of how the project contributes to public access and the community value of the museum

Sound Organizational Planning and Management:

- Clear project budget, plan and timeline
- Evidence of clear evaluation methods for measuring the success of the project
- Evidence of museum efforts to meet museum performance goals. Visit [Performance Goals Program](#)
- Clear long range planning goals and objectives.

APPLICATION PROCESS

Initial Approach

NEW applicants are encouraged to contact Katie Woslager at 801.236.7550 to discuss your proposal and to ensure your project qualifies for funding under this grant category.

Deadline

A complete online grant, with all attachments, must be submitted by Friday, **March 30, 2012** at 5 p.m. MST.

Museum applicants are highly encouraged to apply **early** online. Utah Arts & Museums staff will be available to answer questions and assist you with the online application

process. You can contact Katie Woslager at kwoslager@utah.gov or 801.236.7550 with questions.

Request Amount

\$0 minimum to \$1,000 maximum

Online Submission Process

1. In order to apply for a Museum Project Support grant, you must be registered in the online grants system. If you are a new online applicant, visit dccgrants.org and click on “register as new user” and fill out all fields that pertain to you and your organization. PLEASE USE Proper Case, no ALL UPPER CASE or all lower case and avoid using symbols like #”/.! etc.
2. You will receive an email that confirms your registration, which will have a link to our online grants management system. BOOKMARK the page so you can easily find it again. SAVE the email in your Saved Messages folder. The URL is easy to remember: dccgrants.org
3. Once your application has been created, you may save and return to it as many times as you need to before the DEADLINE. After the DEADLINE, you will no longer be able to work on the application.
4. Once you press the SUBMIT button, the application is locked and you will no longer be able to view or edit your application. To unlock the application please contact the grants administrator, Katie Woslager, at kwoslager@utah.gov or 801.236.7550.
5. Contact a Utah Arts & Museums staff member if you have difficulty at any time during this process.

Grant Funding Process

- **February – Guidelines Available**
Application guidelines are available in February 2012 on the [Utah Arts & Museums’ website](http://utahartsandmuseums.org).
- **February 10, 2012 – Online Application Available**
Online grant application will open on February 10, 2012. Museum applicants are highly encouraged to apply **early**. Applications must be submitted online. UtahArts & Museums staff will be available to answer questions and assist you with the online application process. Please contact Katie Woslager at kwoslager@utah.gov or 801.236.7550 with any questions.
- **March 30, 2012 – Final Application Due**
All online applicants must submit a final application, using the online grants management system, by the Friday, March 30, 2012 deadline. Acknowledgement that the application has been successfully received will be sent by email.

- **April – Staff Review**
Division staff reviews online applications for completeness and eligibility, and may contact an applicant for clarification and additional information.
- **May – Office of Museum Services Advisory Board Review and Approval**
Each application is reviewed and scored in accordance with evaluation criteria in the guidelines. Grant awards depend on the category applied to, how much funding was requested, how the applicant scored in the review process, and how much funding is available from the state. The Office of Museum Services Advisory Board finalizes funding decisions in May 2012.
- **June – Notification and Contracts**
Applicants are notified in June. A letter is sent to applicants not recommended for funding. Contracts are prepared and e-mailed to successful applicants. Both Utah Arts & Museums and applicants must sign and return the contract before reimbursement requests can be made.
- **July – Payments**
Payments may be made once the signed contract is received by Utah Arts & Museums.
- **Evaluation Report**
Each museum that receives a development grant must send an evaluation form to the Utah Arts & Museums by June 1, 2013. Evaluation forms can be found on the [Utah Arts & Museums' website](#).

GRANT PREPARATION

Below is a list of information to prepare and questions you will need to answer to complete your online application:

- Contact information
- Congressional and Utah Legislative leaders in your area
- DUNS number
- Year the museum was first open and exhibiting objects to the general public
- Total number of hours the museum was open to the public for the 12-month period prior to application
- Total number of visitors annually
- Detailed description of the project and what you want to do
- Description of how OMS funds will be used
- Explanation of how the project will benefit the museum and the community
- Identify other sources of support (volunteers, cash contributions, in-kind donations, partnerships, collaborations, etc.)
- Description of the audience your museum targets
- Explanation about the project's significance and merit
- Description on how you plan to accomplish the project
- Explanation of how the project's success will be measured and evaluated.
- Detailed description of costs for the project
- A copy of the museum's total annual operating budget

SUPPLEMENTAL MATERIALS

Supplemental materials should be uploaded as PDF documents unless requested in another format, such as in the case of the budget worksheet. If you are downloading application documents from dccgrants.org, please make sure to save the document on your computer with your organizational name in the file name. This is particularly important for PDF forms that can be downloaded from dccgrants.org, filled out, saved and then uploaded as part of your application.

Below is a list of supplemental materials to be included as part of your grant application:

Financial Information

- Please fill out the **Project Budget** worksheet available as part of the online application. Applications using a budget form other than the one available on the online grants system will be considered incomplete. Contact Katie Woslager if you have any problems with the Excel worksheet. *See a sample at the end of this document.*
- PDF copy of a **Budget Justification Explanation** (*if more information will be provided than space is available on the Project Budget worksheet.*)
- PDF copy of the **Museum's Current Annual Operations Budget**.

Other Materials

- PDF copy of consultant resume (if applicable)

ADDITIONAL INFORMATION

- Due to limited funding and competitive applications, previous Museum Project Support Grant funding does not guarantee this grant request will be awarded.
- Certified Utah Museum form must be filed with Utah Arts & Museums. Certification includes a copy of the 501(c)(3) IRS Determination Letter from government entity of which museum is a part
- Museums can submit only one application per grant cycle.
- Museums can apply for only one project.
- When a consultant is used as part of the project, a resume must be attached. A consultant cannot be part of the museum's staff.
- Grantees shall give credit to **Utah Arts & Museums** in all promotion, publicity, and advertizing associated with this grant. Several versions of the logo are available [online](#). Do not use older versions of the Office of Museum Services logo.
- Grant recipients will be required to submit an Evaluation Report form to Utah Arts & Museums within thirty (30) days of project completion. Failure to submit evaluation reports will jeopardize future grant awards. Copies of publicity, promotion materials, and photographs should accompany the evaluation report form. **Copies of letters sent to legislative representatives must also be submitted with the evaluation form.**
- The contract will be completed and closed upon receipt of the Evaluation Report form at Utah Arts & Museums.